

ILLEGIB

Approved For Release 2005/08/03 : CIA-RDP70-00211R000800170015-8

CIA INTERNAL USE ONLY

24 January 1962

STAT

[REDACTED]

I am very sorry to be so long in answering your letter of 24 Nov 61 concerning the up-dated Records Control Schedule.

Attached you will find the suggested schedule you forwarded together with our comments. There are very few changes but we have tried to fit the changes into our method of doing business here. I feel that we should try it for about a year and that at the end of that time make any suggestions we feel necessary.

I am very grateful to you again for the assistance you have given us. The open shelf filing is, in my opinion, excellent. To-date we have managed to change all of our case files into the new folders, which give a much neater appearance and encourages efficiency. Our biggest job

[REDACTED]

Miscellaneous material. I do not know just when we will be able to finish this job but it too will make a big difference when completed.

STAT

[REDACTED] I discussed various methods of quickly spotting the location of files as one approaches the shelves. At present we are using a card index with a colored letter which extends beyond the folder proper. This is not satisfactory, however, and we are attempting to solve this problem by using various colored marking inks on the one inch shelves which will correspond with the section of the alphabet as filed. If you have any ideas on how to solve this problem, I will be grateful to you.

Again my thanks.

STAT

STAT

Approved For Release 2005/08/03 : CIA-RDP70-00211R000800170015-8
CIA INTERNAL USE ONLY